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Assistant Director for Research and Reports 31 March 1959

Deputy Chief, Economic Research Area, ORR

Regularization of Procedures Concerning Published "Official Use Only" Reports

1. This memorandum is for your information and is in response to your oral instruction of Friday, 27 March, that steps be taken to regularize the handling and release of unclassified ORR reports.

2. Pursuant to your request I met this morning (30 March) with 25X1A9a [redacted] to consider the problem. After discussion the following points were agreed:

a. All reports published by ERA/RR, except as may be specifically designated by AD/ER, will be classified Official Use Only or higher.

b. Analyst's names will appear, in the future, only on published reports which carry a classification of Confidential or higher.

c. Statements of Gaps in Intelligence will be included only on published reports carrying a classification of Confidential or higher.

d. Evaluations of source references and the accompanying explanation of the evaluation system will be included only on published reports carrying a classification of Confidential or higher.

3. There was a division of opinion concerning a possible fifth point, relating to the propriety of spelling out the name of the office on "Official Use Only" reports. Following the meeting two calls were made, independently, to the Office of Security, one to 25X1A9a [redacted] and the other to [redacted] and in the order named 25X1A9a the responses were negative and affirmative. Further research on this elusive point is underway.

4. a. 25X1A9a [redacted] undertook to prepare a draft instruction for your signature, based on the conclusions of the meeting. This draft will be coordinated with the participants prior to submittal to you.

25X1A9a [redacted]

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